NEW YORK STATE | Office of General Services
Procurement Services

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General Information Bulletin

Subject: Gasoline & E-85 Filed Requirements for 2024 – 2026

DATE: December 27, 2023 **CL #:** 896 **GROUP #:** 05600

DESCRIPTION: 05600 – Gasoline & E-85

OGS CONTACTS:

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Customer Services	518-474-6717	Customer.services@ogs.ny.gov

The period for filing requirements for 2024-2026 is now open for all counties statewide for the following fuel:

- RL-224: Gasoline and E-85 (December 13, 2024 – December 10, 2026) with three years of renewal options.

If you plan on using the OGS contract, please submit your requirements online by Wednesday, February 28, 2024 at: https://online2.ogs.ny.gov/psgfiledrequirements/

You will need your username and password to enter the Filed Requirements System. If you have not filed before and do not know your agency's OGS Customer ID number, you may contact Procurement Services Customer Services at 518-474-6717 or customer.services@ogs.ny.gov to obtain it. If you do not currently have an OGS Customer ID number, you will need to contact Customer Services to register for one.

The filing of your fuel requirements will be considered authority for OGS Procurement Services to award contracts for these requirements for the full contract period. Once your requirements have been submitted, your agency is obligated to purchase its required fuel from the fuel vendor that is awarded a contract for that delivery location. You must not enter into any other contract during the full contract period.

When submitting your agency/building's fuel requirements, please refer to the "Fuel Requirement Submittal Guidelines" (RL-224) and:

- Make sure to update all your contact information, including dates.
- Your requirement should cover the volume of fuel your facility is expected to use in one (1) year.
- List all volume requirements in gallons.
- Once requirements have been submitted, please print a copy of the confirmation page for your records.

Please Note:

If your facility is in the following counties, filers will need to file for OPRG (E) gasolines per State and Federal regulations; Bronx, Dutchess, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk and Westchester.

Filed Requirement are also open for ULSD Diesel and Biodiesel (On-Road use Only) (Statewide) reference CL-896.

Although requirements may be requested, bids and awards for all requirements may not be made.